



Portland Fire Department

Fire Prevention ♦ 380 Congress Street ♦ Portland, Maine 04101

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Kitchen Exhaust System Guideline and Code Provisions

Dear Applicant,

The following are guidelines to assist you in filing for a permit to install a kitchen exhaust system. This checklist should be provided to the licensed engineer responsible for the design of the system. This checklist must be complete and submitted with all required supporting documentation and the permit application for permit approval. The applicable code for this installation is NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2008 edition.

Designer Information

Name: _____

Phone Number: _____

E-mail address: _____

Required Plans

Key Plan (illustrating location of work within the building)

Plot plan showing duct systems and terminations, adjacent buildings, property lines, combustible construction, electrical equipment or lines, and closest point of any air intakes, doors, or windows within the distances specified in Section 7.8 of NFPA 96.

Interior and exterior elevations showing duct systems and terminations, clearances to adjacent buildings, property lines, combustible construction, electrical equipment, and closest point of all air intakes, doors, or windows within the distances specified in Section 7.8 of NFPA 96; and equipment, clearance reduction methods, rated enclosures, and cleanouts.

Type of cooking device to be used (i.e: open grill, solid fuel fried, or fryer)

Required Documents

Equipment operation and installation manuals

Type of System:

Type 1: _____ Type 2: _____

Type 1 systems are used for cooking equipment used in processes producing smoke or grease-laden vapors.

Type 2 systems are used to vent steam.

Hood specs

What type of material is the hood constructed of? _____

Thickness of hood material: _____

Style of hood: _____

Type of filter: _____

Height of filter above nearest cooking surface: _____

Capacity of hood (CFM): _____

Makeup air system description and capacity: _____

Exhaust Duct Specs

What type of material is the duct constructed of? _____

Thickness of duct material: _____

Air velocity within the duct system: _____

Plan Details Required

- Hood and duct supports
- Seams and joints
- Grease gutters
- Clearance reduction methods: hood and duct
- Vibration isolation system
- Grease accumulation prevention system
- Cleanouts
- Grease duct enclosure
- Exhaust termination

****A separate fire suppression system permit is required for Type 1 hoods****